

SOLICITATION, OFFER, AND AWARD				1. Caption Real Estate Appraisal Services		Page of Pages 1 6	
2. Contract Number		3. Solicitation Number DCCB-2007-R-0036		4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency		5. Date Issued 3/6/2007	
				6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside SBE Designated Category:			
7. Issued By: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, D.C. 20001				8. Address Offer to: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, D.C. 20001			
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"							
SOLICITATION							
9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the							
bid counter located at 441 4th Street, NW, Suite 703 South, Bid Counter, Washington, DC until local time Indefinitely (Hour) (Date)							
CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.							
10. For Information Contact		A. Name Angela Turner		B. Telephone (Area Code) 202 (Number) 724 (Ext) 5446		C. E-mail Address Angela.turner@dc.gov	
11. Table of Contents							
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Solicitation/Contract Form	1	I	Contract Clauses		N/A
X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
	C	Specifications/Work Statement	N/A	J	List of Attachments		nN
	D	Packaging and Marking	N/A	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	Inspection and Acceptance	N/A			Representations, certifications and other statements of offerors	N/A
	F	Deliveries or Performance	N/A	K			
	G	Contract Administration Data	N/A	X	L	Instructions, conditions & notices to offerors	4
	H	Special Contract Requirements	N/A	M	Evaluation factors for award		N/A
OFFER							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within 10 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.							
13. Discount for Prompt Payment		10 Calendar days %	20 Calendar days %	30 Calendar days %	Calendar days %		
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):			Amendment Number		Date		Amendment Number
15A. Name and Address of Offeror				16. Name and Title of Person Authorized to Sign Offer/Contract			
15B. Telephone (Area Code) (Number) (Ext)		15 C. Check if remittance address is different from above - Refer to Section G		17. Signature		18. Offer Date	
AWARD (TO BE COMPLETED BY GOVERNMENT)							
19. Accepted as to Items Numbered		20. Amount		21. Accounting and Appropriation			
22. Name of Contracting Officer (Type or Print)		23. Signature of Contracting Officer (District of Columbia)				24. Award Date	



SECTION B: SERVICES AND QUALIFICATIONS

B.1 The District of Columbia (District), through its Office of Contracting and Procurement (OCP), on behalf of the Office of the Attorney General (OAG), seeks the qualifications of real property appraisers for inclusion in databases for appraisal services required for various governmental projects.

B.2 Qualifications

This process is being conducted in accordance with the District's Procurement Practices Act (PPA) and the District of Columbia Municipal Regulations (DCMR), specifically 27 DCMR 1915-1922, regarding real property appraisal services, in evaluating qualifications and negotiating with respondents. A Real Property Appraisal Services Evaluation Board (Board), appointed by the Attorney General, shall evaluate the responses in accordance with the minimum requirements and recommend inclusion into a real estate appraiser database. Separate databases will be maintained for real estate appraisers qualified to appraise properties for condemnation purposes and for real estate appraisers qualified to appraise properties for other purposes. When a government project requires a real estate appraisal, the Board will select at least three firms or individuals from the database. The selected firms or individuals will be notified of the project and given an opportunity to update and supplement the qualifications originally submitted. The Board will then evaluate the qualifications of the selected firms or individuals and provide the Contracting Officer a selection report, which will contain a list, in order of preference, of the selected firms or individuals considered to be most highly qualified to perform the services for the project. The Contracting Officer will then negotiate a contract for the project with the most highly qualified firm or individual.

B.2.1 Minimum Requirements

At a minimum, respondents must meet the following requirements to be considered for evaluation and inclusion in the databases:

- a. Licensed to provide appraisal services in the District of Columbia;
- b. Member of the Appraisal Institute or other national accreditation;
- c. Experienced in both commercial and residential real property appraisal in the District of Columbia;
- d. Expertise in appraising special purpose properties;
- e. Knowledge of the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and the Uniform Standards of Professional Appraisal Practice (USPAP); and
- f. For the condemnation database only, experienced in complex eminent domain issues and in providing trial and deposition testimony as an expert in real property valuation.

SECTIONS C THROUGH J INTENTIONALLY LEFT BLANK.

SECTION L: INSTRUCTIONS

L.1 RESPONSE FORM AND CONTENT

One original and *five (5)* copies of the written response shall be submitted by the respondents. Submissions shall be typewritten in 12 point font size on 8.5" by 11" paper. Telephonic and facsimile submission in response to the request for qualifications will not be accepted. Each submission shall be submitted in a sealed envelope conspicuously marked: "Submission in Response to RFQ No. **DCCB-2007-R-0036**".

L.1.1 Materials to be Evaluated

The respondent's response to the Request for Qualifications shall include at a minimum the following:

- a. A brief narrative or resume demonstrating the respondent's qualifications with respect to each of the minimum requirements listed in Section B.2.1;
- b. A brief narrative indicating the identity of staff and their training and expertise, who can provide appraisal services; and
- c. An illustrative list of projects during the past five (5) years for which the respondent provided real property appraisal services. For each project identified, indicate the type of real estate appraised and the name, address, and telephone number of the clients who requested such services. The District may, at its election, randomly select three (3) clients from the information provided to obtain a past performance evaluation. The respondent shall verify and notify companies and individuals contained in the list above to facilitate the successful completion of the past performance evaluation forms.

- L.1.2** Responses should be submitted no later than: **First Screening Date-10 Days from Opening Date** for immediate inclusion in the database compiled by the Board, but responses will be accepted on a continuing basis for future reference and selection as described herein. Responses must be submitted by mail or hand delivery to:

**Office of Contracting and Procurement
Attn: Bid Room
441 4th Street, NW, Suite 703
Washington, DC 20001**

L.2 EXPLANATION TO PROSPECTIVE RESPONDENT

If a prospective respondent has any questions relative to this request for qualifications, the prospective respondent shall submit the question in writing to the contact person, identified on page one. The District will furnish responses to the questions promptly. An amendment to the request for qualifications will be issued if that information is necessary in submitting qualifications, or if the lack of it would be prejudicial to any other prospective respondents. Oral explanations or instructions will not be binding.

L.3 USE AND DISCLOSURE OF DATA SUBMITTED IN RESPONSE TO THE RFQ

- L.3.1** If your submission contains information that you wish to be used only for evaluation and not disclosed for other purposes, you must specifically identify such data by including the following legend on the title page of your submission:

USE AND DISCLOSURE OF DATA

This data shall not be disclosed outside the District and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the submission: Provided, that if a contract(s) is awarded to this interested party pursuant to a solicitation as a result of or in connection with the submission of this data in response to this RFQ, the District shall have the right to duplicate, use or disclose the data to the extent provided in the contract(s). This restriction does not limit the District's right to use information contained in the data if it is obtainable from another source without restriction.

In addition, you must specifically identify such data by marking each sheet containing restricted data with the legend in the parenthesis below:

(Use or disclosure of submission data is subject to the restriction on the title page of this submission)

SECTION MINTENTIONALLY LEFT BLANK.